

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Geographic Information System Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs technical and administrative duties. Provides customer service and GIS representation.
Performs related duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs technical duties by creating and updating GIS maps, taking field measurements, updating and linking the database to the computerized maps and completing plat evaluation and support functions.
2	S	Performs administrative duties by maintaining and updating records, processing purchase orders and requisitions, ordering supplies, maintaining equipment, generating logs and reports, updating computer databases and creating form letters.
3	L	Provides customer service by providing maps and other information to the public, contractors, surveyors and consultants, responding to requests and finding city owned property lines, buildings and fields.
4	L	Performs related duties as needed by providing technical support for hardware and software issues, maintaining the departmental database, researching technical manuals and providing training to personnel.
5	L	Provides GIS representation and technical assistance by attending meetings, providing employees with instruction, and coordinating work with other City departments and any related parties.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as a GIS or CAD Technician or Cartographer.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read engineering documents and specifications, blueprints, as-builts, software documents and specifications, technical manuals and trade publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write progress reports, budget suggestions, technical reports and specifications and computer recommendations.
Managerial	N/A
Budget Responsibility	Not rated.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At computer and printer
Sitting	F	Desk work
Walking	O	Field mapping
Lifting	R	manhole covers
Carrying	R	field measurement and inspection equipment
Pushing/Pulling	N	
Reaching	O	For supplies, digitizing and trimming maps
Handling	N	
Fine Dexterity	C	Computer keyboard, CAD, digitizing
Kneeling	R	inspections
Crouching	R	inspections
Crawling	N	
Bending	R	inspections
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Reading, computer monitor,
Hearing	O	Communicating with personnel, customers and vendors
Talking	O	Communicating with personnel, customers and vendors
Foot Controls	N	
Other (specify)	N	

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Distance measuring wheel, crowbar, pickaxe, exacto blades, paper cutters, Computer, workstation, digitizing table, CPS units, printers, plotters, Windows 2000, ArcView, Arc/Info, Auto CAD, Excel, Access, Word, Outlook

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)